

J-4
8-16

PART I

SECTION 6. TESTS

[6-1 [STENOGRAPHIC, TYPING, TELETYPE, AND DICTAPHONE TRANSCRIBER TESTS

[(1) Stenographic and typing tests are available on a weekly basis
[to all FBIHQ employees desiring to participate in these examinations.
[Arrangements for these tests may be made through the Personnel Section of the
[Administrative Services Division, Employee Benefits Unit, Training Center.
[These tests are also afforded to applicants and on-board employees in the
[field offices. The dictaphone transcriber test is a tape cassette of
[dictation to be transcribed by the employee using a dictaphone machine, and
[this test is given only to field office employees. The stenographic test is a
[cassette tape dictated at 80 wpm. The typing test is a 5-minute-timed test
[given on a basic typewriter. The teletype test is a straight-copy test
[consisting of 225 words given on teletype equipment.

[(2) The 80-wpm stenographic test is the standard requirement for
[the position of Stenographer, GS-4. The typing test is the standard
[requirement for the position of Clerk-Typist, GS-3 and GS-4. The Dictaphone
[Transcriber Test is given in conjunction with the Typing Test to field office
[applicants or employees who will be utilizing dictaphone equipment. All
[employees assigned to teletype duties are required to pass the teletype test.

[6-2 INSTRUCTIONS FOR AFFORDING STENOGRAPHIC, TYPING, TELETYPE, AND
[DICTAPHONE TRANSCRIBER TESTS

[Only current Bureau-approved tests are to be used.

[6-2.1 Stenographic Tests

[(1) Only official Bureau stenographic tape cassettes are to be
[used when affording the stenographic test. A standard tape recorder must be
[used to play the tape cassette (do not use a dictaphone machine). The
[official test must only be afforded once. If the employee or applicant must
[be tested more than once, a different test must be used.

[(2) Instructions for transcription -

[(a) Place official payroll name of employee, date, EOD, and
[office of assignment in upper right-hand corner of a single sheet of paper.

[(b) If an applicant, applicant's full name and the date
[should be placed in the upper right-hand corner of the paper.

[(c) Set the typewriter for one-inch margins, double spacing,
[and a ten-space tab indentation. Indent only at the beginning of the
[transcription.

[(d) Employee or applicant cannot retype original
[transcription.

[(e) Verbatim transcription is required. Applicant or
[employee is responsible for spelling, punctuation, capitalization and proper

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[word division. Dictionaries may be used. In case of error, it is permissible
[to use an eraser. Self-correcting typewriters or correcting tape are not
[permitted.

[(f) Indicate on transcription paper the amount of time
[required for transcribing.

[(g) Staple all stenographic notes to the transcription
[including warm-up notes.

[6-2.2 Typing Tests

[(1) Only official Bureau typing tests are to be used when
[affording the typing test. A standard typewriter must be used. Do not use
[self-correcting typewriters or correcting tape. A practice typing test may be
[afforded prior to the official test. The official typing test must only be
[afforded once. If the employee must be tested more than once, a different
[test must be used.

[(2) Instructions for a 5-minute-timed-typing test -

[(a) Place official payroll name, date, EOD, and office of
[assignment in upper right-hand corner of single sheet of paper.

[(b) If an applicant, applicant's full name and the date
[should be placed in the upper right-hand corner of the paper.

[(c) Set the typewriter for one-inch left margins, single
[spacing, and a ten-space tab indentation. Double space between paragraphs.

[(d) Do not erase or strikeover.

[(e) Test must be copied precisely line for line.

[(f) Time employee for five (5) minutes.

[(g) If entire test is typed before time is called, employee
[should double space and begin typing test again.

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[6-2.3 Teletype Tests

[Only Bureau-approved tests are to be used. Employees must use
[teletype equipment to take the test. Teletypewriter may be in either
[keyboard/tape or tape-only position. Tape is used to run off final copy for
[grading purposes, and copy run-off time is not to be counted.

[(1) Place official payroll name, office of assignment, and EOD at
[top of sheet.

[(2) Indent five spaces at beginning of paragraph.

[(3) In case of error, it is permissible to backspace the tape,
[obliterate the error, then type correct word or letter.

[(4) Test must be typed precisely line for line.

[(5) Time should be noted on each test by examiner.

[6-2.4 Dictaphone Transcriber Test

[(1) Only official Bureau dictaphone transcriber tape cassette is
[to be used when affording the dictaphone transcriber test. A dictaphone
[machine must be used (do not use a tape recorder). The tape cassette may be
[forwarded or reversed if necessary. The official test must only be afforded
[once. A practice dictaphone transcriber test may be afforded prior to
[affording the official test. If the employee or applicant must be tested more
[than once, a different test must be used.

[(2) Instructions for transcription -

[(a) Place official payroll name of employee, date, EOD, and
[office of assignment in upper right-hand corner of a single sheet of paper.

[(b) If an applicant, applicant's full name and the date
[should be placed in upper right-hand corner of the paper.

[(c) Set the typewriter for one-inch margins, double spacing
[and a ten-space tab indentation. Indent only at the beginning of the
[transcription.

[(d) Employee or applicant cannot retype original
[transcription.

[(e) Verbatim transcription is required. Applicant or
[employee is responsible for spelling, punctuation, capitalization and proper
[word division. Dictionaries may be used. In case of error, it is permissible
[to use an eraser. Self-correcting typewriters or correcting tape is not
[permitted.

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(f) Indicate on transcription paper the amount of time required for transcribing.

6-3. GRADING OF TESTS

All stenographic, typing and teletype tests afforded at FBIHQ are graded in the Personnel Section of the Administrative Services Division, Employee Benefits Unit, Training Center. The following instructions for grading tests are set forth for the field offices to unofficially determine the results of these tests. Field offices should never inform an employee or applicant of the results of a test until notified of the official score from FBIHQ. In grading these tests in the field offices, examiners should make a duplicate copy of the test for their grading purposes. The original test paper should be forwarded to the appropriate FBIHQ office (Special Agent and Support Applicant Unit or Pay and Position Management Unit) with necessary forms for processing.

6-4 INSTRUCTIONS FOR GRADING BUREAU STENOGRAPHIC TEST

The exercise consists of 240 words and has been dictated at 80 wpm for three (3) minutes. Accuracy in the test will be rated on the entire paper. If the transcription consumes more than [twenty (20)] minutes, two (2) points will be deducted for every minute thereafter. A grade of 75 percent is passing, below 65 percent constitutes a NO GRADE.

The following deductions will be made for the errors noted:

ERRORSPOINTS

General Rule: Every word omitted, added, inserted, misspelled, transposed or in any manner changed from the dictation tape will be penalized as follows:

Word omitted	3
Word added	3
Word inserted	3
Misspelled word	3
Transposed word	3
Abbreviation (not dictated or dictated but not standard use of)	3
Punctuation:	
Failure to use punctuation	1
Incorrect punctuation	1
Division of words (each error in)	1
Erasures and strikeouts	1
(Maximum for exercise)	5
Incorrectly compounded word	1

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<u>ERRORS</u> (Contd)	<u>POINTS</u> (Contd)
[Capitalization	1
[Interlineation	1
[Plural instead of singular if grammatical connection	
[is affected	3
[is not affected	1
[Singular instead of plural if grammatical connection	
[is affected	3
[is not affected	1
[Spacing:	
[Following punctuation marks	1
[Between words	1
[Incorrect tabulation	1
[Incorrect margins	1

[6-5 RULES TO BE FOLLOWED IN GRADING BUREAU TYPING TESTS

[A score of 40 wpm is required for the GS-4 position and a score of
[30-39 wpm is required for the GS-3 position.

[6-5.1 Errors

[(1) General Rule: Every word omitted, added, misspelled,
[transposed or in any manner changed from the printed copy will be penalized as
[follows:

[(2) Omission - Charge one error for each letter, figure, or
[punctuation mark added. Charge one error for each entire line added or
[retyped and for part of a line added or retyped. Charge one error for each
[word containing a mistake in added or retyped lines.

[(3) Misspelled Words - Charge one error for each misspelled word.

[(4) Transposition - Charge one error for each transposed word,
[plus an error for each word in the transposed matter containing a mistake.

[(5) Faulty shifting and lightly struck characters - Charge one
[error for each character appearing either above or below the line or lightly
[struck character if the whole character is discernible.

[(6) Capitalization - Charge one error for failure to capitalize
[as in printed copy. Charge one error for an entire line or part of a line
[typed in solid capitals plus an error for each word containing a mistake.

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[(7) Indention - Charge one error for each failure to indent as in
[copy.

[(8) Margins - Charge one error for each irregularity in left
[margin. Charge one error for each deviation from the test in the right
[margin.

[(9) Spacing - Charge one error for incorrect spacing between
[lines, words, and after punctuation marks that differ from printed copy.

[(10) Strikeovers - Charge one error for each strikeover.

[(11) Last word - Charge one error for a mistake in the last word
[typed, whether or not the word is completed.

[ONLY ONE ERROR MAY BE CHARGED IN A WORD, INCLUDING ITS FOLLOWING PUNCTUATION
[AND SPACING.

[NOTE: Use a check mark to indicate each error.

[6-5.2 Calculation of Grade

[Each character or space in a line counts as one stroke. Determine
[the number of strokes typed. If a partial line is typed, count the strokes
[and add to the total strokes in line above. Do not add strokes in retyped
[lines. Subtract strokes from the total number of strokes for omitted lines.
[Divide the number of strokes by (5) five to determine the gross number of
[words typed. For each error, deduct (10) ten words from the gross number of
[words. Divide by (5) five to determine net wpm typed. Round off fractions to
[nearest whole number.

[Example:

[A typist typed 1,233 strokes with 2 errors in 5 minutes
[1,233 divided by 5 = 247 gross words
[2 (errors) x 10 = 20 penalty
[247 - 20 = 227 net words
[227 divided by 5 (minutes) = 45 net wpm

[PASSING GRADE = 40 WPM]

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RULES TO BE FOLLOWED IN GRADING BUREAU TELETYPEWRITER TESTS

The exercise will consist of 225 words. In determining accuracy the rating will be made on the entire exercise. Accuracy will be considered as the basis of the percentage grade. The time required to complete the exercise will not be considered on the percentage grade. The rate of speed will be shown by stating, in addition to the accuracy percentage, the number of words typed per minute. A speed of 35 wpm with a percentage rating of 75% in accuracy is considered the minimum passing grade, except that security patrol clerks should be graded only as to accuracy.

6-6.1

ErrorsDeduct

Addition - each word.....	5
Compounding words - each error in.....	1
Failure to compound - each error in.....	1
Division - misdivision of word at end of line.....	1
Insertion - striking a letter instead of space bar.....	1
Interlineation - writing between lines.....	1
(Maximum for exercise).....	5
Line - writing one line over another.....	20
If both lines repeated.....	5
Margin -	
Irregularity in left-hand margin.....	1
Gross irregularity in right-hand margin.....	1
(Maximum for exercise).....	5
Misspelling - not corrected.....	5
Omission -	
Each word or figure.....	5
Two or more consecutive words if the words omitted do not constitute more than one printed line.....	10
Two printed lines omitted (or more than one line).....	20
Piling letters -	
Piling letters over each other at the end of a line when all letters are decipherable.....	1
Punctuation - failure to punctuate as in copy.....	3
Repetition - each word.....	5

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<u>Errors</u>	<u>Deduct</u>
Spacing -	
Incorrect spacing between lines.....	1
Spacing between letters of a word.....	1
Lack of space between words.....	1
Each extra space between words.....	1
(Maximum for exercise).....	5
Inconsistent spacing after punctuation.....	1
Strikeout.....	1
Substitution.....	5
Transposition.....	3
Unfinished word - due to coming to end of line when word rewritten on next line.....	1
Miscellaneous errors.....	1 to 5

6-6.2

Words Per Minute Based on 225-Word Teletype Test

<u>Time Utilized</u>	<u>Words Per Minute</u>
3.1.....	72
3.2.....	70
3.3.....	68
3.4.....	66
3.5.....	64
3.6.....	62
3.7.....	61
3.8.....	59
3.9.....	58
4.0.....	56
4.1.....	55
4.2.....	54
4.3.....	52
4.4.....	51
4.5.....	50

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<u>Time Utilized</u>	<u>Words Per Minute</u>
4.6.....	49
4.7.....	48
4.8.....	47
4.9.....	46
5.0.....	45
5.1.....	44
5.2.....	43
5.3.....	42
5.4.....	42
5.5.....	41
5.6.....	40
5.7.....	39
5.8.....	39
5.9.....	38
6.0.....	38
6.1.....	37
6.2.....	36
6.3.....	36
6.4.....	35
6.5.....	35
6.6.....	34
6.7.....	34
6.8.....	33
6.9.....	33

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<u>Time Utilized</u>	<u>Words Per Minute</u>
7.0.....	32
7.1.....	32
7.2.....	31
7.3.....	31
7.4.....	30

6-6.3 Table of Converting Seconds into Tenths of a Minute

<u>Number of Seconds</u>	<u>Tenths of Minute</u>
1 - 2.....	.0
3 - 8.....	.1
9 - 14.....	.2
15 - 20.....	.3
21 - 26.....	.4
27 - 32.....	.5
33 - 38.....	.6
39 - 44.....	.7
45 - 50.....	.8
51 - 56.....	.9
57 - 60.....	1.0

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6-7 INSTRUCTIONS FOR GRADING THE BUREAU DICTAPHONE TRANSCRIBER TEST

The exercise consists of 240 words and has been dictated at 80 wpm for three (3) minutes. Accuracy in the test will be rated on the entire paper. If the transcription consumes more than (10) ten minutes, two (2) points will be deducted for every minute thereafter. A grade of 75 percent is passing, below 65 percent constitutes NO GRADE.

The following deductions will be made for the errors noted:

6-7.1 Errors

General Rule: Every word omitted, added, inserted, misspelled, transposed or in any manner changed from the dictation tape will be penalized as follows:

<u>ERRORS</u>	<u>POINTS</u>
Word Omitted	3
Word Added	3
Word inserted	3
Misspelled word	3
Transposed word	3
Abbreviation: (Not dictated or dictated but not standard use of)	3
Punctuation:	
Failure to use punctuation	1
Incorrect punctuation	1
Division of words (each error in)	1
Erasures and strikeovers	1
(Maximum for exercise)	5
Incorrectly compounded word	1
Capitalization	1
Interlineation	1
Plural instead of singular if grammatical connection is affected	3
is not affected	1
Singular instead of plural if grammatical connection is affected	3
is not affected	1
Spacing:	
Following punctuation marks	1
Between words	1
Incorrect tabulation	1
Incorrect margins	1

[6-8 [DELETED]